



FULTON COUNTY PURCHASING DEPARTMENT

Winner 2000- 2005 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



October 5, 2006

Re: 06RFP00018YB-CL
Standby Professional Development Services

Dear:Proposers

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal.

Except as provided herein, all terms and conditions in the Request for Proposal referenced above remain unchanged and in full force and effect.

Sincerely,

Charles Leonard

Chief Assistant Purchasing Agent

06RFP00018YB-CL/ Standby Professional Development Services

Addendum No. 1
Page Two

This Addendum forms a part of the contract documents and modifies the original RFP documents as noted below:

Attached is the Proposal Submittal Check List for Request to Proposal

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30335 by the RFP due date and time Tuesday, October 17, 2006@, 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2006.

Legal Name of Bidder

Signature of Authorized Representative

Title

Required Proposal Submittal Check List for Request to Proposal (RFP)

The following submittals shall be completed and submitted with each proposal (see table below "Required Bid Submittal Check List."). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original proposal and ____ () **complete** copies of the Original Proposal including all required documents.

Item #	Required Bid Submittal Check List	Check (✓)
1	One (1) Proposal marked "Original", ____ () copies	
2	Technical Proposal	
3	Cost Proposal (submitted in a separate sealed envelope)	
4	Acknowledgement of each Addendum	
5	Technical Evaluation Factors Executive Summary Qualifications of Key Personnel Relevant Project Experience Financial Information (1) Annual Report and financial statement for last 3 yrs, income statements, balance sheets, change in financial position. (2) Latest quarterly financial report, description of material, change in financial position since last the last annual report. (3) Most recent Dun & Bradstreet and/or Value Line Reports. (4) Documentation and discussion of the financial condition and capability of the Proposer(s). (5) Statement regarding Proposer's team filing for bankruptcy, insolvency, reorganization, receivership, moratorium, or assignment of benefits of creditors. Availability of Key Personnel Location of Firm	
6	Purchasing Forms Form A - Non-Collusion Affidavit of Prime Bidder/Offeror Form B - Non-Collusion Affidavit of Sub-contractor Form C - Certificate of Acceptance of Request for Bid/Proposal Requirements Form D - Georgia Utility Contractor License Form E - Certificate Regarding Debarment Form F - Corporate Certificate Form G - Disclosure Form & Questionnaire	
7	Office of Contract Compliance Requirements Exhibit A - Promise of Non-Discrimination Exhibit B - Employment Record Exhibit C - Schedule of Intended Subcontractor Utilization Exhibit D - Letter of Intent to Perform as Subcontractor Exhibit E - Declaration Regarding Subcontractor Practices Exhibit F - Joint Venture Disclosure Affidavit Exhibit G - Prime Contractor/Subcontractor Utilization Report Equal Business Opportunity Plan (EBO Plan)	
8	Risk Management Insurance Provisions Form	
9	<u>Any additional requirements that the User Department would like to include should be added to this check list.</u>	
10		
11		